King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 5 **Intake, Transfer and release**	
5.06.001, Acceptance of Cash Bail and Bonds	Approved By:	Director John Diaz
	Effective Date:	September 15, 2021
	Reviewed By:	PRC, BFO IV, ITR Captain
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Purpose
To establish procedures for the handling of bail and bail bonds for all individuals incarcerated at department facilities.

Policy
It is the policy of the department to accept and process cash bail and bail bonds during business hours. All money received by Customer Service Specialist IIIs (CSS III) in reception as bail shall be processed by the Fiscal Specialist III at each respective facility within twenty-four hours, excluding weekends and holidays, into an account designated by the County Treasurer, unless a waiver is granted by the County Treasurer. Money from each facility shall be deposited separately at a local financial institution. Joint deposits shall not be performed.

References

RCW:	36.29.010
	43.09.240
Department Forms:	Officer's Report
	Bail Receipt (F-666)

A. General Guidelines

1. All cash bail or bail bonds can be processed at the Reception window during business hours.
2. After business hours, inmates who have the cash at the time of arrival in booking to pay the bail amount on their warrant may do so at pre-book. These individuals will not be booked but taken by the arresting agency back out of the building once bail is collected.
3. The CSS III assigned to the property room will accept the cash bail at the pre-book counter and follow the below procedures for handling cash bail.
4. At the Seattle Division, either the Seattle Municipal Court (SMC) Cashier or SMC Court Screener may process a cash bail, if available.
5. At the Seattle Division, a person with a signed bond for SMC may be directed to the SMC Court Clerk to provide a receipt for release, if the SMC Clerk is available.

B. Procedure for Cash Bail

1. The CSSIII in reception shall:

a. Identify the person and the charge to be bailed in the Jail Management System (JMS).
b. Verify the amount of money.
c. Accept U.S. currency only.
d. All Money Orders and Cashier's Checks fifty dollars ($50.00) and over, received for bail, must be verified with the Purchasing Agent for authenticity before it can be accepted for bail.
e. If the cash is over five hundred dollars ($500.00), a second count must be performed by another CSS III, Officer, or Sergeant.
f. Complete the Bail Receipt, including:
    1) Name and B/A number of inmate.
    2) Cause number(s).
    3) Amount of Bail.
    4) Name of person paying bail.
    5) Address to mail the bail money to if exonerated by the court.
g. Insert the bail money into the bail receipt envelope and seal the envelope.
h. Forward copies of the receipt as follows:
    1) Original white receipt to the Fiscal Specialist III's basket.
    2) White copy with cash/check bail envelope.
        a) Put the envelope in the drop safe in reception.
    3) Pink copy is given to the person paying bail.
    4) Blue copy is delivered to the Release Counter.
i. Log Bail Receipt into Shift Forms Log.
j. Deliver any SMC Cash Bail Receipts to the Release Counter.
k. At the end of the shift, forward the completed Shift Forms Log to the Fiscal Specialist III.

2. The Fiscal Specialist III , while being witnessed by a Sergeant or Supervisor, shall:
    a. Collect all original Bail Receipts, the contents of the Reception Drop Safe, and all Shift Form Logs. Review the sequence number of the Bail Receipts to match with the Shift Forms Logs. Report any missing receipts immediately to their Supervisor.
    b. Review and process all Bail Receipts. Two bookkeeping staff, or one Fiscal Specialist III and a Sergeant, will verify the contents of each envelope when it is opened to ensure the cash inside the envelope matches the amount written on the Bail Receipt and identify any cash shortage or overage. The total cash and check count should match the totals of all of the Bail Receipts.
        1) Report any discrepancies to the Bookkeeping supervisor immediately.
        2) Complete and submit an Officer's report via the chain of command.
    c. Prepare the Bail for deposit. Prepare the bank deposit slip in duplicate (one (1) copy for the bank, one (1) copy for the file). A Sergeant, Fiscal Specialist III (other than Fiscal Specialist III processing deposit), or Supervisor must initial the copy of the deposit slip attesting that they observed the processing of the bail.
    d. Forward the Bail deposit to the Bank daily.
    e. Enter the Bail Receipts to the Bail Trust Fund Account.
    f. Write checks payable to the Courts for each Bail Receipt entered to the Bail Trust Fund account. The Bail Trust Fund account should have a zero balance after all checks have been written to the courts.

g. Deliver checks with bail receipts to the appropriate courts daily.

3. The Business Financial Officer IV (BFO IV) shall:
   a. Reconcile the Bail Trust account with the Bank Statement monthly and report any identifiable discrepancies in the Bank Reconciliation.
   b. Record journal over/short, deposit adjustments, verify adjustments, losses in a timely manner and report them to the Chain of Command.
4. The Sergeant shall:
   a. Verify the contents of each envelope when it is opened by the bookkeeper to ensure the cash inside the envelope matches the amount written on the Bail Receipt.
   b. When needed, initial the copy of the deposit slip attesting that they observed the processing of the bail.

C. Procedure for Bail Bonds

1. The CSS III at reception shall:
   a. Verify that the bond includes:
      1) Name of inmate
      2) Cause number
      3) Bond value (bail amount)
   b. Deliver bonds to the Floor Control or Housing Unit Officer for inmate signature.
   c. Deliver any signed bonds to the Release Counter.
   d. Deliver any SMC bond receipts to the Release Counter.
2. The Housing Unit Officer shall:
   a. Identify the inmate using, but not limited to:
      1) Deck cards.
      2) Wristbands.
      3) JMS information.
   b. Give bond to inmate for review and signature.
   c. Return the bond to reception, whether signed or not.
3. The Release Officer shall:
   a. Verify that the bond is correct and can be applied to the charge to be released.
   b. Photocopy the bond and stamp as processed.
   c. Send original bond back to reception for delivery into the Bookkeeper's basket.
   d. Once processed, file the photocopy bond in the inmate's release packet.
4. The Bookkeeper shall collect all original bonds and mail or deliver them to the appropriate courts.

D. Processing of Bail for Juveniles Held at the Juvenile Division on Adult Filed Charges:

1. The CSS III at reception shall:
   a. Call intake screening at the Juvenile Division at 206-263-9595. Ask the screener to:
      1. Verify the bail amount.
      2. Confirm identification information.
      3. Confirm case number.

4. Check for local holds or possible warrants out of other jurisdictions.

b. If bail can be accepted on the charge(s)
   1. Fill out a bail receipt.
   2. Scan or ask the ITR Sergeant to scan the bail receipt and email it to Juvenile.Screening@kingcounty.gov.
   3. After emailing the receipt call Juvenile Detention Screening and confirm receipt of the email.
   4. Put original receipt in an inter-office envelope and send it to Screening 1J at mail stop: CFJ-SC-0100.